

Minutes Human Relations Commission June 14, 2005

Minutes of the HUMAN RELATIONS COMMISSION held on TUESDAY, June 14, 2005, 6:00P.M., at the Tempe City Hall, 31 E. 5th Street, 3rd Floor Conference Room, Tempe, Arizona.

(MEMBERS) Present:

Arlene Chin
Colleen Byron
Zach Berning
Edwin Gonzalez-Santin
Joseph Mann
Joel Navarro
Gail Paredes-Ewen
Safali Patel-Evans
Linda Ritland
Janis Webb

(MEMBERS) Absent:

Hassan Elsaad
Dr. Louis Olivas
Muhammed Zubair

City Staff Present:

Rosa Inchausti
Andrea Groves

Guests Present:

Andy Goh, PW Deputy Manager/Engineering
Donna Littrell, Procurement Administrator
Will Manley, City Manager

Meeting convened at 6:00 P.M.

Chair Gail Paredes-Ewen called the meeting to order and invited members of the public to address the Commission.

Agenda Item 1 – Public Appearances

None

Agenda Item 2- Consideration of Minutes

May 10, 2005

MOTION: Commissioner Joseph Mann made a motion to accept minutes as amended.

SECOND: Commissioner Colleen Bryon.

DECISION: Motion passed unanimously.

Agenda Item 3- Tempe City Manager

Gail Paredes-Ewen invited Will Manley, City Manager to address the commission:

- 1) Although the city is facing a litigation case, it has established systems and processes, including a Diversity Office, in an effort to improve.
- 2) Will Manley believes that the organization has made some progress. The City of Tempe received a 75% job satisfaction rating, rising well above the national level of 48%. The Diversity Office is well-recognized by employees as a Safe Haven. Rosa Inchausti has been a real asset to the organization.
- 3) Despite the progress as an organization, three departments, Information Technology, Police and Development Services have lingering employee relations issues. Will Manley received Council directive to work with these departments to address their issues.
- 4) Many understand what they should and should not do as employees, but they have not bought into the "why." This is a culture change that will take time.
- 5) The City Manager meets regularly with each department manager, but since the follow-up diversity audit, he will place a special emphasis on meeting with Police, Information Technology and Development Services Departments to review goals and objectives.

Agenda Item 4 – Procurement Vendor Information Report

Chair Gail Paredes-Ewen invited Donna Littrell, Procurement Administrator, to provide an update on Procurement Vendor Demographics:

- 1) Donna Littrell supervises Procurement, the division responsible for all of the city's vendors for goods and services.
- 2) The Procurement Office outreaches to small and minority businesses to give them the ability to place bids for city business. The program has been in operation for the past 6 years.
- 3) Up until 2004, the Procurement Office had not tracked data; however, they have sent vendor information forms to vendors that have received money from the city for past services in order to generate a statistical data sheet. The commission asked to review the report when those numbers have been compiled.
- 4) From January 1, 2004 through October 31, 2004, the figures indicated that 8.75% of the payments by the city were to minority vendors.
- 5) The Procurement Office has recently developed a report that tracks the number of minority/small businesses who receive a formal bid or proposal from the city. In addition, they can track the number of small, minority businesses that were awarded a contract through the formal bid process. The Procurement Office hopes to have additional information from those reports by the end of 2005.

Agenda Item 5 – Engineering Vendor Information Report

Chair Gail Paredes-Ewen invited Andy Goh, Deputy Public Works Manager for Engineering to provide an update on Engineering Vendor Contracts:

- 1) Andy Goh supervises Engineering, the division responsible for all of the city's design and construction contracts for the selection of consultants.
- 2) Each year Engineering advertises for new construction and design contracts through their website, in newspapers, and through e-mail to previous consultants or on-call consultants in order to create a 'short list'. From this short list, consultants are selected for projects. Approximately 13% of the consultants on the current short list are minority-owned and/or women-owned businesses. Eleven percent of the city's capital improvement projects are Disadvantaged Business Enterprise Program (DBE) businesses or businesses owned by minorities and/or women.
- 3) The division also receives grant funding for federal projects. The city then works with ADOT-EEOC to develop minority- and women-owned consultant target goals for each project. This

means that a specific percent of the work completed on a federal project must be from minority- or women-owned businesses.

- 4) Engineering in the past did not have a specific program to identify minority- and women-owned consultants for the city's construction projects.
- 5) Engineering recently began outreach to the National Association of Minority Contractors, Disadvantaged Business Enterprise Program in order to target minority- and women-owned consultants. In addition, they will continue to work with the City of Phoenix for any federally funded-projects to develop minority- and women-owned consultant target goals for each project.
- 6) Engineering staff are now working to develop a tracking system based on data gathered from vendor bid forms sent to all prime contractors and sub-contractors.

General Discussion of the Procurement and Engineering Vendor Reports included:

- The commission was very pleased with the progress from the two different areas in their outreach efforts and plans to begin tracking vendor demographics. The commission recognizes the limits on outreach efforts due to budget constraints and reduction of staff, but they are very excited about implementing a Race-Neutral Supplier Diversity Program in the city of Tempe.

Agenda Item 6 – HRC Strategic Plan Update

Chair Gail Paredes-Ewen requested updates from the following subcommittees:

A. Subcommittee for Development of Emerging Issues Report:

Commissioner and co-Chair of subcommittee, Joel Navarro provided an update:

1. Public Forum Discussion on Day Labor Issue

- 1) The Public Forum on Day Labor stimulated valuable discussion on the topic. Some of the panelists included a representative from the day labor center in Phoenix, Dr. Valenzuela from UCLA, Chris Newman from the National Day Labor Organizing Network, Robin Toma of the LA County Human Relations Commission, and contractors that use day labor (who rather use the term 'casual labor' versus 'day labor').
- 2) The panel discussed the issues of having a local day labor center, the types of services that the center could provide, and the challenges to starting a center. The issue of day labor has been a topic of discussion since at least 1999. Ana Gonzales, PhD student from the Center for Study of Urban Poverty at UCLA shared interesting statistics on day labor. She will have a comprehensive report available in July 2005.
- 3) The Regional HRC Subcommittee on Day Labor will have a follow-up meeting on Tuesday, June 28, 2005 at 6pm to develop a written summary of the Forum for Mayor and Council and to determine what steps should be taken next.
- 4) The Forum was recorded for Chandler's local cable 11 station. Staff was asked to obtain a video copy of the Forum for the commission for viewing.

2. GLBT Issue

There was no report.

B. Subcommittee for Community Network and Outreach:

There was no report.

C. Subcommittee on Strategic Oversight:

There was no report.

D. Subcommittee on Supplier Diversity Committee Report

Staff Rosa Inchausti in the absence of Subcommittee Chair Commissioner Muhammed Zubair provided an update:

1. Diversity Supplier Award/Program

- 1) The subcommittee met with Engineering, Procurement and the Diversity Office to begin working on the layout of the Race Neutral Supplier Diversity Program. The HRC subcommittee members felt that staff are better equipped to work out the logistics of the program. They asked staff to prepare a proposal of options on how this program could be implemented.

2) Diversity Supplier Award

- 1) The subcommittee recommended adding a Supplier Diversity category to the MLK Diversity Award nomination form. The subcommittee would like the commission to review the update nomination form and motion to accept the changes.

MOTION: Commissioner Safali Patel-Evans motioned to accept the addition of the Supplier Diversity Category to the MLK Diversity Award Nomination form and to recommend that the Mayor highlight the new category in his cover letter attached to the application.

SECOND: Commissioner Linda Ritland.

DECISION: Motion passed unanimously.

Chair Gail Paredes-Ewen combined agenda items 7 and 9.

Agenda Item 7 –Council Committee Update and Agenda Item 9 – Diversity Audit Discussion

Chair Gail Paredes-Ewen provided an update from the last Diversity & Human Relations and Resources Council Committee Meeting:

- 1) The commission motioned to send a second memo to Mayor and Council asking that the HRC's initial letter be acknowledged and that the commission receive a formal response. It was further motioned that the Chair of the commission attend the next Diversity and Human Relations & Resources Council Committee to express the commission's concerns regarding the Diversity Follow-up Audit.
- 2) The diversity follow-up audit was not officially placed on the Council Committee agenda for discussion; however, it was addressed. The Mayor and the City Manager acknowledged that Council should not be involved in personnel issues. The Mayor and Council feel confident that the City Manager will follow-up with all departments to review goals and objectives.
- 3) The Council Committee approved the recommendation to add Diversity as an official city value. The request was later approved by the Council as a whole at the May 19, 2005 Issue Review Session.

Agenda Item 8 –HRC Public Service Announcement

There was no discussion for this agenda item. Commissioners reviewed the 20-second videotape of the Public Service Announcement for the Regional Human Relations Commission.

Agenda Item 10 –HRC Schedule for the Summer

Chair Gail Paredes-Ewen led discussion on the commission's summer schedule:

The discussion was brief. General consensus from the commission is that they will continue meeting during the summer months.

Agenda Item 11 –Diversity Office Update

Staff Rosa Inchausti provided an update on the following agenda item:

A. MLK Speaker Subcommittee

- 1) It is time to begin planning for the 2006 MLK Diversity Award Brunch. Securing a speaker is first on the agenda.
- 2) Commissioners Janis Webb, Safali Patel-Evans, Joe Mann, Zach Berning, Vice-Chair Arlene Chin and Chair Gail Paredes-Ewen volunteered to serve on the MLK Subcommittee. Diversity Office staff will be in touch with the subcommittee to schedule the first planning meeting.

Incidentally, the commission asked staff to follow-up with Jayson Matthews to determine if those selected for a 2005 Unity Grant would receive funding for one or two years. The HRC could also like to know if the commission's feedback was forwarded to those not selected to receive a grant. Staff will follow-up and report back to the commission at the next HRC meeting.

Agenda Item 12 –Current Events Announcements

- Going Beyond the Immigration Hype, a luncheon and discussion on Proposition 200, will take place Tuesday, June 28, 2005 at 11:30am at the Tempe Mission Palms Hotel.
- The Multicultural Task Force and the Task Force on Women's Issues will present their findings to Mayor and Council at the June 16th Issue Review Session at 6pm.
- Horizon television station will present a discussion on Proposition 200 at 7pm, Wednesday, June 15th and Channel 8 will present a discussion on day labor on Thursday night, June 16th, at 7:30 pm.

The commission's next meeting will be held July 12, 2005 at Tempe City Hall.

Meeting adjourned at 7:36 P.M.

Prepared by: Andrea Groves

Reviewed by: Rosa Inchausti

Rosa Inchausti, Diversity Manager